

End Point Assessment
PLAGIARISM POLICY V3

March 2025

INTRODUCTION

Plagiarism (defined by the Association of Colleges as “the presentation of someone else’s work, ideas, opinions, or discoveries, whether published or not, as one’s own”) is considered unacceptable as authentic evidence for assessment.

In order for accurate assessment of an apprentice’s knowledge and understanding to occur, it is essential that information presented is created and compiled by the apprentice themselves.

Where referencing or quotation is used from a secondary data source within a written assessment, it should meet the following criteria:

- It must be fully referenced to credit the original source using a recognised source of referencing.
- Quotation marks should be used where material is used word for word.
- The information should be used as an example or illustration of a point made/concept expressed in the text
- The information should be only of a length necessary to provide the relevant illustration or example
- The quotation or reference should provide an opportunity for the apprentice to demonstrate understanding, through the ability to select relevant secondary data for the illustration or example

The copying of a fellow apprentice’s work is equally unacceptable as assessment evidence unless it is appropriately referenced.

Where plagiarism in these circumstances is clear i.e. word for word, or with one or two words/phrases/the formatting changed, the work will be voided for assessment, and an alternative opportunity for re-assessment provided.

Any work deemed to have been copied, either from material published in the public domain, or fellow apprentices will not be accepted, and such incidents will be referred to the EPAO Centre Manager or Internal Quality Assurance for investigation.

As a result of the investigation, various courses of action may be possible including:

- resubmission of evidence for assessment
- resubmission of new evidence for new assessment
- withdrawal from the EPA with no return of any fees paid

All assessment comments will clearly state the course of action to be taken, and the rationale for that decision.

Should an apprentice disagree with a decision and is unable to reach agreement on discussion with the Centre Manager or IQA, apprentices have recourse to the formal Complaints and Appeals Procedure, where grounds for appeal must be submitted clearly in writing.

GUIDANCE FOR APPRENTICES: WHAT IS PLAGIARISM?

Plagiarism simply described, is the use of other peoples' words, ideas or discoveries without acknowledgement. *Plagiarism is widely acknowledged as unacceptable and can have serious consequences for your qualification.*

This means that whether you have researched from the internet, or sourced relevant journals, or worked with other apprentices on the planning of an essay or report, you must make sure that the final version of your thoughts is in your own words.

You will be required to sign a statement confirming that your work is your own.

Use of Artificial Intelligence

All work submitted must be the apprentices' own work. Using text generated by AI, will not be your own work and is prohibited. If you use AI as part of your research, then you must acknowledge the source showing the name and the date it was created.

WHAT HAPPENS IF I PLAGIARISE/COPY?

If, when your work is assessed, and plagiarism is clear (word for word, or with one or two words/the format changed), the work you have completed will be voided for assessment. It will not be accepted.

An alternative opportunity for re-assessment will be given to you, according to the course team's assessment policies and guidelines.

Any work that appears to have been copied without acknowledgement, either from published sources or fellow apprentices, will also not be accepted but will be referred for investigation.

As a result of the investigation, various courses of action may be possible, including:

- you are required to resubmit evidence for the assessment
- you are required to submit new evidence for the assessment
- you may be withdrawn from the EPA and any fees incurred will not be refunded and you will not complete your Apprenticeship.

WHAT HAPPENS IF I DON'T AGREE WITH THE DECISION?

If you disagree with an assessment you can follow Suffolk County Councils Complaint and Appeals Procedure, where your reasons for appeal must be submitted clearly in writing.

WHAT CAN I DO TO AVOID PLAGIARISM?

Plagiarism is very easy to avoid. The standard method is to acknowledge all of your sources of information. This can be done by:

- re-write material that you are using from any source in your own words
- reference the source of any thoughts and ideas that you have re-written so that you are acknowledging where you found these ideas, theories, illustrations and diagrams
- put anything taken word for word in quotation marks and state where you took this material from
- only use a quote as an example or illustration of a point made or concept expressed in your text – keep it short and to the point

- list all sources (books, magazines, internet) at the end of your essay or project. Write them up using the Harvard or similar format and provide a bibliography or reference list.

WHY IS IT IMPORTANT TO AVOID PLAGIARISM?

In order for your genuine knowledge and understanding to be accurately assessed, you must produce work which is presented, created and compiled by yourself alone. Anything else is dishonest and false and is very often easily identified.

This policy will be reviewed every year or when changes to legislation require.